

795007/01/95

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: PRINCIPAL PLANNER

DEFINITION

Under general direction, to plan, organize, supervise and review the work of professional, technical, and clerical subordinates engaged in current or advanced planning; to assist in the general administration of the planning function; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a supervisory and managerial classification in the Planning Series. The Principal Planner is distinguished from the Senior Planner class by the responsibilities for supervising and managing a Planning Division; coordinating planning activities with other divisions, departments and outside agencies involving policy level decisions; supervising studies and performing the most complex and difficult studies; preparing and administering a Planning Division budget; serving as a grants administrator; and establishing division goals and objectives. The Principal Planner is distinguished from the Deputy Planning Director by the absence of responsibility for assisting in the overall management of the Planning Department.

REPORTS TO: Planning Director or Deputy Planning Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning Director or Deputy Planning Director. Exercises general supervision over professional, para-professional, technical and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Develop and implement work, objectives, policies, and procedures.
- Plan, lay out, direct, coordinate, and review the work of professional and technical employees in data collection, analyses, plan formulation, and implementation of a wide variety of planning and zoning activities.
- Supervise, direct, and coordinate such ongoing programs as General Plan administration, current planning, design review, zoning administration, community planning, environmental planning, and annexations.
- Perform the most complex and sensitive planning work.
- Coordinate and perform the staff support work for one or more boards or commissions; research and prepare reports; conduct public information meetings and hearings.
- Represent the Planning Department at public meetings and present planning and zoning matters to the City Council, various City boards, commissions, and citizen committees.
- Coordinate planning activities with other City departments, divisions, and with outside agencies.
- Meet with and advise developers regarding development applications and processes.
- Apply for and administer various federal and state planning grant programs; prepare annual reports; develop requests for proposals; supervise outside consultants.

- Assist in budget preparation and administration.
- Supervise, train and evaluate professional, para-professional, technical, and clerical staff.

QUALIFICATIONS

Knowledge of:

- Principles and practices of urban planning.
- Laws related to general plans, environmental matters, zoning, and land division.
- Recent developments, current literature and informational sources in the field of planning and zoning.
- Research and report preparation methods.
- Principles and practices of organization, administration, budget, and personnel management.
- Personal computer operation and software applications.

Ability to:

- Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans and technical reports.
- Present ideas and concepts effectively and persuasively in speaking before large and small groups.
- Communicate effectively in written reports and correspondence.
- Establish and maintain effective working relationships.
- Interpret, apply, and explain laws, codes, policies, and procedures.
- Analyze situations accurately and adopt effective courses of action.
- Supervise, train, and evaluate professional, para-professional, technical, and clerical staff.
- Operate a personal computer and relevant software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to Bachelor's degree from an accredited college or university with major course work in planning or a related field considered useful in City planning. A Master's degree in planning or a related field is highly desirable.

Experience: Five years of professional experience in the field of urban planning, including two years in a supervisory capacity. A Master's degree may substitute for one year of the required experience.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Principal Planner

TO: Deputy Planning Director